



Date: October 9, 2013

Position Title: Banquet Supervisor/Activities Specialist

Department: **Nutrition**

Posting Deadline: October 23, 2013

Senior Services Southwest Michigan is seeking to fill a Banquet Supervisor/Activities Specialist position. This position oversees the “front of the house” duties of the agency’s catering program including planning functions with guests, coordination of menus with the kitchen, scheduling and supervision of wait staff and providing for an excellent guest experience at functions in the Coover Center, Burnham Brook and off-site catering events. The incumbent also assists the Congregate Program Manager by providing regular monitoring and support to the congregate meal program sites. This position also assists with the CSFP (Commodities Senior Food Program) food distribution, helps clients with MICafe and MIBridge certification.

Responsible for all direct day-to-day catering operations including supervision of all additional wait staff. Reports directly to the Congregate Program Manager and consults with the Division Director of Nutrition and Transportation regarding customer and personnel issues, agency policy/procedures, and overall program success.

High school diploma with 5 years experience in food service required. Background in nutrition and gerontology helpful. Skills in planning, customer service, communication (both oral and written), and computers are desirable. Strong interest and commitment to rights and needs of older adults. Ability to relate well to diverse group of people and good team working skills are a must. Ability to work a variety of hours as required by the position. Ability to lift and carry sixty (60) pounds, climb stairs, kneel, stoop, bend, carry packages, baskets, boxes and bags to assist with catered events. Dependable transportation and a valid Michigan Driver’s license are required.

Apply in person between the hours of 9:00 a.m. and 4:00 p.m. at the Senior Services Southwest Michigan office, 918 Jasper Street, Kalamazoo, MI 49001; fax to: 269-382-3189; or email to: humanresources@seniorservices1.org (**no phone calls, please**).

Senior Services Southwest Michigan is an Equal Opportunity Employer. It is the policy of Senior Services Southwest Michigan to provide equal employment opportunities to all qualified persons regardless of race, religion, color, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, familial status, disability, union activities or sentiments, political affiliation, height, weight, genetic information, veteran status or record of arrest without conviction.